

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2002/05/01 : CIA-RDP80-00773A000100040017-0

11 OCT 1979

MEMORANDUM FOR: Deputy Director for Administration  
FROM: Harry E. Fitzwater  
Director of Personnel  
SUBJECT: Office of Personnel Weekly Report --  
Week Ending 10 October 1979

1. Recruitment Interview: [redacted]

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[redacted]  
Office of Communications, were interviewed by Mr. Peter Hell, an associate editor of a new publication by McGraw Hill Publications titled the Graduating Engineer, on 5 October 1979 for an article he is writing on employment opportunities for engineers with the Government. The participants agreed that the interview appeared to go well.

2. Average Grade Study: The Position Management and Compensation Division compiled a list of occupations by series and sub-series that are unique to the Intelligence Community as well as those CIA occupations that are commonly found throughout the Government. This is preliminary to a comparative average grade study between CIA and the United States Government for such occupations in reference to an Office of Management and Budget requirement levied on the Comptroller's office.

3. Notices: We forwarded the following Headquarters Notices to the Regulations Control Branch for publication:

- a. Summer-Only Employment of Dependents of Agency Personnel
- b. Summary of Agency Employment
- c. Three-Year Trial Period
- d. Honor and Merit Awards Board Appointments

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4. Combined Federal Campaign: As of close of business on 5 October 1979, the Combined Federal Campaign pledges total \$14,651.00, which is 4.9% of our goal. The Educational Aid Fund has received pledges of \$1,717.50 and \$230 has been pledged for the Public Service Aid Society.

5. Imprest Fund: The Finance Section in Central Processing Branch maintains an imprest fund to reimburse invitees. Due to the increase in air travel costs and the number of invitees being reimbursed, the fund was recently increased by \$10,000 (\$20,000 to \$30,000), thereby making it possible to replenish the fund approximately every two weeks as opposed to about every four or five days as was done previously.

6. Travel Regulation Revised: Effective 14 September 1979, State Foreign Travel Regulation 6 FAM 134 governing the use of American Flag airlines was revised. The revision basically liberalizes the policy regarding the use of foreign airlines for official travel. The Agency will adopt the changes in the regulation. It appears on the surface that it will to some degree simplify previous problems incurred in trying to adhere to the Fly America Act.

7. Rehired Annuitants: The Weekly Civilian Annuitant Activities Report is attached.

COMING EVENTS

1) The principal speaker for the next meeting of the Joint Military Reserve Training Command (JMRTC) on 15 October 1979 is scheduled to be Mr. John McMahon, Deputy Director for Operations. He will discuss clandestine operations in an open society, the field stations of the 1980's, and specific changes between the 1970's and 1980's JMRTC relationship with the Operations Support Group. This meeting is open to all Agency employees.

2) The Annual Personnel Plan forms for FY 80 and accompanying instructions were handcarried to Logistics for reproduction. We plan to make distribution to the Directorate senior personnel officers by 15 October 1979.

*for* [redacted]

Harry E. Fitzwater

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11 Oct 79

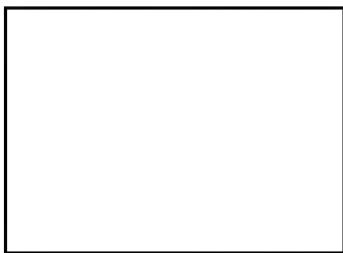
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WEEKLY REPORT OF REHired CIVILIAN ANNUITANT  
ACTIVITIES FOR THE AGENCY (3 - 9 October 1979)

1. The following rehired civilian annuitant cases were processed as new hires:

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Contract Employee,  
new hire effective  
27 September 1979 (U)

DDO

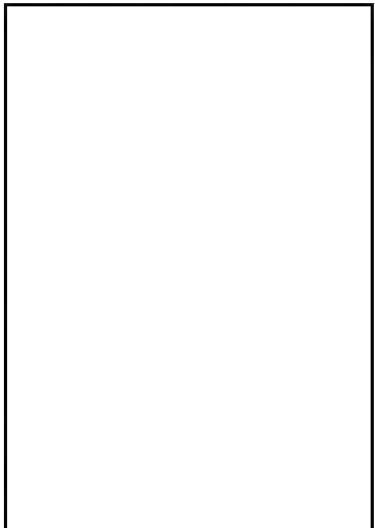


Independent Contractor,  
NE Division, new hire  
effective 21 September  
1979 (S)

2. The following rehired civilian annuitant cases were approved for extension:

DDO

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Contract Employee, SE  
Division, one year  
extension effective  
28 September 1979 (S)

Independent Contractor,  
SE Division, one year  
extension effective  
5 October 1979 (S)

Independent Contractor,  
AF Division, 6 month  
extension effective  
2 October 1979 (S)

Independent Contractor,  
SE Division, one year  
extension effective  
6 October 1979 (S)